

The incumbent performs a variety of clerical duties in one or more of the following areas (personnel, fiscal, administrative services, program records and reports, data processing, etc.). The incumbent will be employed for a short period of time or under special emphasis, programs such as work study, stay-in-school etc. More specifically, the incumbent:

A. Duties

- receives and reviews documents used in the area of work assigned to assure that they are complete, accurate and that the appropriate number of copies are received; assures that appropriate approvals are received, proper procedures have been followed and information on the form is current

- prepares and types a variety of correspondence related to the area of work. Correspondence may be directed to governmental and/or non-governmental individuals businesses, etc., and consist of explaining and/or interpreting rules and regulations of one or more phases of a narrow subject matter field. Correspondence includes letters, speed memos, memoranda, etc.

- initiates various documents used in connection with work performed. Determines documents to initiate, searches for information to place on the documents and takes appropriate action to assure that the information supplied is complete and accurate and supplied within time limitations.

- based on information provided by higher graded employee, determines ways and means of collecting and assembling data and preparing required reports.

- maintains a variety of subject matter and/or card files with responsibility for classifying and cross referencing the material filed. Conducts searches for lost or misplaced material.

B. Factors

1. Knowledge Required by the Position

- knowledge of documents and forms used in area of work to determine if they are accurately completed and have been approved by appropriate officials.

- knowledge of grammar, punctuation, spelling, etc., to prepare and type correspondence.

- knowledge of rules and regulations pertaining to one or more phases of a narrow subject matter to explain or interpret rules or regulations to government or non- government individuals.

- knowledge of where to obtain or extract information needed to complete various documents initiated in area of work and to furnish information upon request.

-skill in operating various office machines, to establish formats for the presentation of data and to do some routine typing. A qualified typist is not required.

-knowledge of organization's filing system to establish, purge and modify the organization's files as well as to research, locate, and code documents to be filed.

2. Supervisory Controls.

New or unusually complex work is explained in detail. Completed work is spot checked for adherence to instructions. Normal day-to-day work is planned and carried out independently.

3. Guidelines

Guidelines consist of numerous agency directives and regulations, correspondence manual, dictionaries and oral instructions. Most guides are directly applicable to the work. The incumbent must use judgement in selecting and applying the appropriate guide. The guides occasionally do not contain specific instructions.

4. Ccmplexity

The assignments are complicated because of the numerous steps required to perform the work and judgements in distinguishing between valid and invalid information with which the incumbent works. The incumbent must be continuously aware of the accuracy, timeliness and validity of material. Also, circumstances existing may dictate the way the work is performed.

5. Scope and Effect

Purpose of the work is to assist higher graded personnel by providing necessary information needed for various reports.

Accurate and timely completion of work contributes to the effectiveness of the unit.

6. Personal Contacts

Contacts are with coworkers in the same or related organizational units.

7. Purpose of Contacts

Purpose of contacts is to give or exchange information in carrying out daily assignments. The information provided must be applicable and pertinent to the assignment at hand.

8. Physical Demands

The work is mostly sedentary. However, some bending and stooping may be required when filing.

9. Work Environment

Work is performed in normal office setting.